

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS

**MAY 11, 2011
AGENDA**

Members

Cindy Bullock
Joe Campbell
Steve Chancey
Cheryl Donohoe
Gerard El Chaar
Curtis Miller

Gregory K. Smith
Rock Wilson
Jamie Six
Violet Mosser
Teresa Wamer
Matthew Santer

Marie Foster Gnage
President



SCHEDULE

West Virginia University at Parkersburg Board of Governors

Wednesday, May 11, 2011

3:00 p.m.	Executive Committee	President's Conference Room
4:00 p.m.	Administrative Services Committee Academic and Student Services Committee	President's Conference Room Dean's Conference Room
5:00 p.m.	Dinner	Community Room
5:45 p.m.	Board Meeting	Room 2209-2211
	Possible Executive Session	Room 2212 – MBA Room

WEST VIRGINIA UNIVERSITY AT PARKERSBURG BOARD OF GOVERNORS
Meeting of May 11, 2011
5:45 p.m. - Rooms 2209-2211

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| 1. | Call to Order | Board Chair, Joe D. Campbell |
| 2. | Roll Call | Patsy Bee
Executive Assistant to the President |
| 3. | Board Chair Report <ul style="list-style-type: none"> • Welcome Legislators/Guests | Chairman Campbell |
| 4. | Approval of Minutes <ul style="list-style-type: none"> • Regular Meeting – March 30, 20115 | |
| 5. | President’s Report | Dr. Marie Foster Gnage
President |
| 6. | Committee Reports <ul style="list-style-type: none"> • Executive Committee • Audit Review Committee • Administrative Services Committee • Academic and Student Services Committee • Campus Development Committee | Chairman Campbell
Rock Wilson
Gerard El Chaar/Greg Smith
Cindy Bullock
Curtis Miller |
| 7. | Action Items <ul style="list-style-type: none"> • Rules of Engagement between WVUP/WVU at Parkersburg Foundation • Chief Executive Special Pay Plan | President Gnage.....10
Dr. Vincent Mensah, CFO13 |
| 8. | Information Items <ul style="list-style-type: none"> • Budget 2010-2011 Update • 2011-12 Holiday Schedule • Capital Campaign Feasibility Study | Dr. Mensah14
President Gnage15
Kim Jones, Executive Director..17
WVU at Parkersburg Foundation |
| 9. | Possible Executive Session under the authority of WV Code §6-9A-4-2A <ul style="list-style-type: none"> • President’s Evaluation • President’s Contract Renewal • Personnel | |
| 10. | Approval of Presidential Contract and Compensation | |

11. Consent Agenda.....18

- Policy A-56, WV Freedom of Information Act
- Proposed Policy on Appropriate Use of Computer Resources

12. Board Comments/Announcements

13. Next Meeting

14. Adjournment

**MINUTES
WEST VIRGINIA UNIVERSITY AT PARKERSBURG
BOARD OF GOVERNORS**

March 30, 2011

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday, March 30, 2011 at the WVU Parkersburg campus beginning at 5:15 p.m. Board members present were: Joe Campbell, Matthew Santer, Violet Mosser, Cheryl Donohoe, Steve Chancey, Teresa Wamer, Jamie Six, Curtis Miller, Rock Wilson, Cindy Bullock, and Gerard El Chaar. Absent was: Greg Smith. Others present included Dr. Marie Foster Gnage and Patsy Bee.

Guests present included administrators, faculty, and staff.

1. Call to Order

Mr. Campbell, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

2. Roll Call

Roll Call was taken by Patsy Bee, Executive Assistant to the President, noting that a quorum was present.

3. Board Chair Report

Mr. Campbell thanked Board members for attending the day long retreat.

4. Executive Session under the authority of WV Code §6-9A-4-2A

No Executive Session.

5. Minutes

Minutes of the regular Board meeting scheduled on February 9, 2011 was approved upon a motion by Ms. Wamer and second by Ms. Bullock.

6. President's Report

President Gnage announced that she had provided her report to Board members at the retreat.

7. Committee Reports

- Executive Committee – Mr. Joe Campbell, Chair

The Executive Committee did not meet.

- Audit Review Committee – Mr. Greg Smith, Chair

The Audit Committee did not meet.

- Administrative Services Committee—Mr. Curtis Miller

The Administrative Services Committee did not meet.

- Academic and Student Services Committee – Ms. Cindy Bullock, Chair

The Academic and Student Services Committee did not meet.

- Campus Development Committee – Mr. Curtis Miller, Chair

The Campus Development Committee did not meet.

8. Action Items

No Action Items were reported.

9. Information Items

Sabbatical Leave for 2011-2012

Dr. Rhonda Richards Tracy reported that Rose Beebe, Professor of Nursing and Chair of the Health Sciences Division, will be on Sabbatical Leave during the spring, 2012 semester. The objectives for this sabbatical leave are to complete doctoral dissertation research that addresses utilizing simulations in nursing education.

Faculty Sabbatical Report

Dr. Tracy reported that Dr. Ed Crisp was awarded a sabbatical for the fall 2010 semester and has completed his research and studies as identified in his sabbatical proposal. The Faculty Sabbatical Report for Dr. Crisp has been received and reviewed and all stated objectives were achieved.

Faculty Emeritus Awardees

Dr. Tracy announced the following Faculty Emeritus Awardees to be presented at Spring Commencement:

Dr. Martha McGovern: Martha began her career on January 1, 2001 and retired on December 31, 2010. She was an Associate Professor of Reading and upon retirement was a member of the Education and Humanities Division. Her title will be Associate Professor of Reading Emerita.

Jane King: Jane began her career at WVU Parkersburg on August 21, 1995 and will retire on May 15, 2011. She is an Associate Professor of Biology and Chemistry and, upon retirement, a member of the Science and Technology Division. Upon retirement her title will be Associate Professor of Biology and Chemistry Emerita.

Administrative and Professional Staff Emeritus

President Gnage announced the following Administrative and Professional Staff Emeritus Awardee to be presented at the Spring Commencement:

Connie Dziagwa Executive Director, Institutional Advancement began her career at WVU Parkersburg on June 4, 1979, and will retire on May 31, 2011. Upon retirement her title will be Executive Director, Institutional Advancement Emerita.

10. Consent Agenda

Mr. Chancy moved to approve the following Consent agenda items:

Approval of Honorary Degree Candidates

Resolved, That the West Virginia University at Parkersburg Board of Governors approves the granting of Honorary Degrees from West Virginia University at Parkersburg, as named by President Gnage and to be announced publicly at the May 14 Commencement.

Revision of Standards for Admission to AAS in Nursing

Resolved, That the West Virginia University at Parkersburg Board of Governors approves a revision in the standards for admission to the AAS in Nursing by modifying the requirements for advanced placement of LPN's.

Revision of Salary Policy B-29

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Salary Policy B-29, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

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Revision of Salary Policy B-29

Resolved, That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for a revision of Salary Policy B-29, and hereby authorizes adoption of said revision without further action by the Board if no comments are received.

Ms. Mosser seconded the motion. Motion passed.

11. Board Comments/Announcements

Chairman Campbell announced that he would like to appoint the following Board members to serve on the Presidential Evaluation Committee:

- Matt Santer
- Teresa Wamer
- Violet Mosser
- Cindy Bullock

Chairman Campbell asked the following Board members to assist him in compiling information and writing the report:

- Greg Smith
- Rock Wilson
- Curtis Miller

Chairman Campbell asked Debbie Richards, Special Assistant to the President, to provide him the necessary information for the evaluation process.

Chairman Campbell announced a change in the next Regular meeting of the Board of Governors. The Board will meet on May 11.

Chairman Campbell asked Board members to note the following events in April and May.

- DALLAS BRASS - An American Musical Journey
Saturday, April 9, 2011, 8:00 p.m. – College Activities Center
- WVU Parkersburg Employee Recognition
Monday, May 2, 2011
- WVU Parkersburg Commencement Ceremony
Saturday, May 14, 2011, 2:00 p.m.

12. Adjournment

With no further business to be discussed, Mr. Wilson moved that the meeting be adjourned. Ms. Bullock seconded the motion. Motion passed.

Respectfully submitted,

Patsy Bee
Executive Assistant to the President

Joe D. Campbell, Chairman

Jamie Six, Secretary

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Agreement and Rules of Engagement between West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc.

RECOMMENDED RESOLUTION: *Resolved, That the West Virginia University at Parkersburg Board of Governors approves the Agreement and Rules of Engagement between West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc. for 2011-2012, as presented.*

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

The attached Agreement and Rules of Engagement are proposed for the purpose of defining the relationship between West Virginia University at Parkersburg and the WVU at Parkersburg Foundation, Inc.

West Virginia University at Parkersburg and WVU at Parkersburg Foundation, Inc.

Agreement and Rules of Engagement

- Facilities
 - Office—WVUP will provide office space (presently used by the Foundation) for housing the Foundation.
 - Telephone—The College will be responsible for local telephone services for the Foundation.
 - Facilities Usage—Foundation personnel will submit request for use of facilities for approval by the WVUP President or the President's designee.
 - Equipment and Furnishings—WVUP will be responsible for office furniture and equipment. (Any upgrades in furniture and/or equipment must be requested during the College's budget process.)

- Staff Support - The College will provide part-time staff support *if* the Alumni Community becomes a part of Foundation Office. The President's Executive Assistant may continue to take minutes for the Foundation's quarterly meetings, as requested.

- Technology - Email and internet access will be provided. Technology support must be requested through usual College processes.

- Access to Information (faculty, staff, students)—Request for information related to faculty, staff, students should be requested through the appropriate offices.

- Other Services - Services listed below will be requested from Institutional Advancement in a timely manner for fulfillment of the services. College materials/requests will have priority.
 - Graphic Design
 - Printing (In-house only)
 - Web site support (within the College's website)

- Liaison between College and Foundation - The Executive Director for the Foundation will work with the Executive Director for Institutional Advancement at the College to ensure that all documents developed/published by the Foundation contain information about the College that is factual, positive, and clearly reflects the institution. The President of the College and the President of the Foundation Board may meet at times and frequency agreed upon by the two parties. The President and Executive Director

will meet bi-weekly. Protocol for faculty, staff, and student requests for support will be developed by the Executive Staff and the Executive Director of the Foundation.

- Funding Priorities - The College will present to the Foundation each year for the Foundation's determination of fundraising goals and emphases.
- Fundraising Activities - The College will from time to time request support for types of fund-raising/friend-raising events that are viewed as opportunities to bring supporters and prospective supporters to the campus.
- Request for Grants - If at all possible, the College will not use the Foundation for "flow-through" grants in order to minimize Foundation time spent processing the grants.
- Scholarship Awards - Using the list of and criteria for Foundation scholarships, the College's division of Student Services will recommend students for the awards.
- Meetings - It is hoped that the Executive Director will be able to participate on the Institutional Effectiveness Council and the President's Cabinet where she can she can continue to gain institutional perspective.
- Foundation's Name - The College will negotiate the Foundation's name when negotiating its own—if agreed upon.

This agreement is in effect July 1, 2011 – June 30, 2012. Either party may request changes/termination of the agreement to take effect no later than 60 days after the request.

Marie Foster Gnage, Ph.D., President
West Virginia University at Parkersburg

Date

Linda Dickirson, President
WVU at Parkersburg Foundation, Inc.
Board of Directors

Date

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Implementation of WVU at Parkersburg Chief Executive Special Pay Plan

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors approves the implementation of a West Virginia University - Parkersburg Chief Executive Special Pay Plan under Section 403(b) of the Internal Revenue Code.

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

This plan is needed to comply with Section 10 (H) of the Employment Contract between Marie Foster Gnage, Ph.D. and The Governing Board of West Virginia University at Parkersburg. Section 10.H. requires the College to accrue deferred compensation for three years, and the “funds will vest at the end of year three to be paid into a retirement account as determined by the Board at that time.” The end of year three is June 30, 2011 and the funds are required to be paid at this time.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Budget 2010-2011

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Vincent Mensah, Chief Financial Officer

BACKGROUND:

Dr. Mensah will report on the state of the college's finances and the budget.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: 2011-12 Holiday Schedule

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Marie Foster Gnage, President

BACKGROUND:

As authorized by Board of Governors Policy B-08, a holiday schedule for 2011-12 has been established and approved for West Virginia University at Parkersburg, a copy of which is attached. This holiday schedule has been aligned with the schedule of holidays observed by West Virginia University because of the payroll processing system of which WVU Parkersburg is a part. It has been announced campus wide and is posted in the online "Answer Book" for ongoing accessibility.

Title: #IV-4A. WVU at Parkersburg Holidays for 2011-12

Date: July 1, 2011

2011-12

July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 23	Wednesday	
November 24	Thursday	Thanksgiving Day
November 25	Friday	
December 23	Friday	
December 26	Monday	Christmas Day (observed)
December 27	Tuesday	
January 2	Monday	New Year's Day (observed)
January 16	Monday	Martin Luther King Day
April 6	Friday	
May 8	Tuesday	Primary Election Day
May 28	Monday	Memorial Day

In accordance with WVCCTCE [Series 14](#) and Board of Governors [Policy No. B-8](#), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day, are holidays on which the college closes on the legal holiday dates. Additional holidays are observed by West Virginia University at Parkersburg each year by closing the college on dates that accommodate the academic calendar, as indicated above.

If an observed holiday occurs on a nonexempt staff member's regular, scheduled day off, the staff member shall be paid for the holiday.

If any additional holidays are proclaimed by the Governor, a revised holiday schedule will be announced.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Capital Campaign Feasibility Study

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kim Jones, Executive Director
WVU at Parkersburg Foundation

BACKGROUND:

After review of the presentations and proposals submitted by Hartsook Companies, Progressity, and Crandall, Croft & Associates, the WVU at Parkersburg Foundation Board recommends Crandall, Croft & Associates be the provider of these services. The Foundation will also commit to funding these services.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Policy A-56, W. Va. Freedom of Information Act

RECOMMENDED RESOLUTION: *Resolved*, That the West Virginia University at Parkersburg Board of Governors approves the adoption of Policy A-56, W. Va. Freedom of Information Act, as revised.

STAFF MEMBER: Debbie Richards
Special Assistant to the President

BACKGROUND:

A preliminary draft of this proposal was shared with the Board of Governors at its February 9, 2011, meeting. A 30-day public comment period was announced on March 1, 2011, ending March 31, 2011. Although no comments were received, one revision was made in Section 3.2, as reflected on the attached copy, to include a reference to where the schedule of fees may be found.

Approval of the proposal as attached is recommended.

West Virginia University at Parkersburg Board of Governors

**POLICY A-56
WEST VIRGINIA FREEDOM OF INFORMATION ACT**

Section 1. General

1.1 Purpose. - To establish a West Virginia University at Parkersburg Board of Governors policy regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code--the West Virginia Freedom of Information Act (WVFOIA).

1.2 Authority. - [W.Va. Code § 18B-1-6](#); [W.Va. Code § 29B-1 et seq.](#)

1.3 Scope. - This policy applies to all employees of West Virginia University at Parkersburg who at any time may receive WVFOIA requests or who have access to responsive materials.

1.4 Effective Date. –

Section 2. Definitions

2.1 Public Record. – A public record is “any writing containing information relating to the conduct of the public's business, prepared, owned and retained by a public body.” (W.Va. Code § 29B-1-2(4))

2.2 Writing. – A writing is defined as any book, paper, map, photograph, card, tape, recording or other documentary materials regardless of physical form or characteristics. (W.Va. Code § 29B-1-2(5))

2.3 Exemptions. – Those records which the institution, in consultation with general counsel, could withhold pursuant to W. Va. Code § 29B-1-4(a).

2.4 Custodian. – The institution's President (or designee) shall be the Custodian as defined by W. Va. Code § 29B-1-2(1).

Section 3. Policy

3.1 The West Virginia Freedom of Information Act is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, West Virginia University at Parkersburg will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.

3.2 WVU at Parkersburg may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of records requested pursuant to WVFOIA. **A schedule of such fees shall be published on the WVU at Parkersburg web page in the college's procedures for implementing this policy.**

3.3 Some records in the possession of a public body are specifically exempt from disclosure under WVFOIA.

3.4 The Special Assistant to the President serves as the college's WVFOIA Officer and is located within the Office of the President. The WVFOIA Officer shall, in consultation with general counsel, ensure compliance with the WVFOIA, this policy and any related procedures.

3.5 All WVU at Parkersburg employees are obligated to comply with the directives of the college WVFOIA Officer.

Section 4. Responsibility for Application/Development of Procedures

4.1 Responsibility for application of this policy, as well as the development of specific [procedures](#), rests with the President of the institution.

**West Virginia University at Parkersburg Board of Governors
Meeting of May 11, 2011**

ITEM: Proposed Policy on Appropriate Use of Computer Resources

RECOMMENDED RESOLUTION: *Resolved,* That the West Virginia University at Parkersburg Board of Governors authorizes a notice of proposed rulemaking for adoption of Policy E-57, Appropriate Use of Computer Resources, and hereby authorizes adoption of said policy without further action by the Board if no comments are received.

STAFF MEMBER: Jeff Wilbur, Chief Information Officer

BACKGROUND:

The attached policy proposal outlines the appropriate use of college computer and information network resources at West Virginia University at Parkersburg. The policy embraces respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, and subscriptions to external computer services.

West Virginia University at Parkersburg recommends a notice of proposed rulemaking to adopt this policy regarding appropriate use of computer resources. If no comments are received during the 30-day comment period, authorization is sought to finalize this policy proposal following the comment period without further action by the Board of Governors.

West Virginia University at Parkersburg Board of Governors

**POLICY E-57
APPROPRIATE USE OF COMPUTER RESOURCES**

Section 1. General

1.1 Scope.

1.1.1 This rule sets forth the West Virginia University at Parkersburg Board of Governors' Policy regarding the appropriate use of computer resources and applies to all WVU at Parkersburg staff, faculty, administrators, officers and students (collectively, "users"), including those at the Jackson County Center and other off-campus instructional sites.

1.1.2 If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

1.1.3 The use of any college computing resource constitutes acceptance of this policy.

1.2 Authority: W.Va. Code [§ 18B-1-6](#); [§ 61-3C](#) (The West Virginia Computer Crime and Abuse Act); 5 U.S.C. § 552a (Privacy Act of 1974); 18 U.S.C. § 1030 (The Computer Fraud and Abuse Act of 1986); 18 U.S.C. § 2314 (National Stolen Property Act); 18 U.S.C. § 2510 (Electronic Communications Privacy Act)

1.3 Effective Date:

Section 2. Purpose

2.1 This campus policy outlines the application of the principles that govern the college community in the appropriate use of college computer and information network resources. This policy was designed to ensure the proper use of computing resources consistent with the general principles that govern WVU at Parkersburg. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, and subscriptions to external computer services. Open access to these resources is a privilege. It requires individual computer users to act responsibly, conserve computer resources, and consider the rights and privacy of others. Use of any college computing resource constitutes acceptance of this policy.

Section 3. Policy

3.1 West Virginia University at Parkersburg computer resources are provided primarily for the use of students, faculty and staff. They are intended to be used for administrative and educational purposes and to carry out legitimate college business. In addition, access to the network may be provided to alumni and members of the local community for the purpose of communicating with students and employees and for accessing WVU Parkersburg information resources and the internet.

Section 4. Guidelines for Appropriate Use of Resources

- 4.1 [Guidelines](#) for appropriate computer use, as approved by the President, shall comply with all applicable laws, rules, policies, contracts, and licenses. Such guidelines shall prohibit inappropriate use of computer resources, including but not limited to the following:
- a. Interference or impairment to the activities of others
 - b. Unauthorized access and use of the resources of others
 - c. Damage or impairment of college resources
 - d. Unauthorized commercial activities
 - e. Violation of city, state or federal laws